

## **Permit Application/Plan Review Submittal Check List**

### **New Residential Structures and Building Additions**

1. The person making and submitting this application acknowledges that no work or any operation may begin prior to the approval of plans and issuance of a building permit.
2. Submittal packages that are determined to be ***incomplete*** will be returned to the applicant or when mailed in within 5 days of submittal. No further review will be conducted until all required items are submitted.

**The plan review packages shall contain the following in ink, typed, and architectural or engineering standard construction document material and format.**

- A completed application for a building permit signed and dated.
- A completed notarized tree application/affidavit.
- Two identical sets of construction documents, drawn to scale. All drawings shall be stamped, sealed and signed in accordance with the State of Texas Architect's and/or Engineer's Practice Act, when necessary. At a minimum, all submittal packages/drawings shall include:
  - A site plan that matches the recorded platted lot. The site plan should include at the very minimum: Legal description, address, buildings on site, property lines, easements, sidewalks, approaches, fences, gates, parking, concrete work and setbacks. The site plan shall be to scale and include the property legal description, property lines, sidewalks, approaches, building setbacks, easements, fences, gates and buildings, etc.
  - Foundation plan. Post tension construction, must be engineered.
  - Floor plan(s)
  - Wall and floor/ceiling/roof sections and details
  - Exterior elevations
  - Window and door schedule or details
  - 2000 International Energy Conservation Code compliance report, such as the *RESCheck* from the Department of Energy, for the building envelope and building mechanical. The reports must indicate the specific glazing U-factors, insulation R factors, mechanical SEER values and the reports shall indicate if the project complies and the report must be signed and dated.
- Provide a termite treatment compliance letter prior to final approvals. (*inspector verified*)
- Provide an insulation letter of compliance prior to final approvals. (*inspector verified*)

I attest by my signature that all the items required by this checklist are included in the submittal package and acknowledge the conditions above.

**Print in ink or typed**

\_\_\_\_\_  
NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone

Relationship to Project (owner, architect, etc.) \_\_\_\_\_